

Tempe Fire Department Policies and Procedures
Job Shadow/Career Intern Programs
308.07
Rev 07-01-03

PURPOSE

To provide guidelines for fire department members and civilian participants of sponsored Job Shadow/Career Programs.

POLICY

It is the policy of the Tempe Fire Department to participate in city and or department sponsored Job Shadow/Career Intern Programs. These include programs sponsored through government, industry, and schools.

Job Shadow

Job Shadow is typically a 4-8 hours internship/ride along that is designed to be a hands on learning experience for the participant. During the ride along, the Tempe Fire Department is encouraged to provide a hands on work experience, and exposure to the fire service, our City and organization. The assigned company officer will serve as the mentor of the intern.

The Personnel Chief will assign interns to company officers based on company/shift scheduling and activity.

Career Intern

Career Internship is designed to be a hands on learning experience for the participant. In most cases, participants receive wages from their sponsor during internship. The Tempe Fire Department is expected to provide hands on work experience, training, and exposure to the fire service, our city and organization, or to a specific division/section within our organization.

Career Internship is usually two to four weeks in duration where participants are available 30-40 hours per week. It is understood that requested work hours might be adjusted to meet scheduling and activity levels.

Career Intern Mentor

A member of the Tempe Fire Department (preferably a Captain) will mentor all participants of Career Intern Programs. The mentor will involve participant assignments to specific fire companies, the Fire Training Center, Fire Prevention and Fire Maintenance. Mentor will receive a schedule worksheet from the Personnel Chief. It is the mentor's responsibility to schedule and communicate all participant activities during their internship. A significant portion of the intern's assignment should be spent with the mentor. A copy of all schedules shall be submitted to the Personnel Chief and the District Manager's office for review and approval.

Participant Guidelines

Participants of Job Shadow and Career Intern Programs must meet the following guidelines:

- Sponsored by a City or department approved intern program.
- Must be 16 years of age or older.
- Have a signed release form on file during their internship. Participants under 18 years of age must have a notarized legal guardian signature.
- Must be in good physical health.
- Have own transportation or reliable transportation available on short notice.

- Shall conduct themselves in a manner that reflects a positive image of their sponsor and the fire department.
- Shall wear appropriate attire as outlined in Citizen Observer Program 308.02
- Participants working in specific divisions or sections will observe the work hours of that area.
- Participants riding on apparatus shall not ride after 2000 hours without permission from the duty chief.
- The mentor or company officer shall brief all participants of riding period expectations. (See Citizen Observer Program 308.02).